

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 13 August 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 7 - 13 August 1956

1. Numbers in Clerical Induction Training. During the week of 6 August there were 73 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 46 people for the week of 6 August.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 6 August were:

	Tested	Qualified
Shorthand	12	4
Typing	22	12

4. Clerical Training Personnel Attend Conference. Mrs. Chief, Clerical Refresher Training, and Mrs. Instructor, Clerical Induction Training, attended The Gregg Methods Conference for Business Teachers in Chicago during the week of 6 August. The principal lecturers, who are leaders in the field of business education, were as follows:

Charles E. Zoubek
Dr. John L. Rowe
Dr. M. Herbert Freeman
Dr. Ray G. Price
Dr. Fred C. Archer

Shorthand
Typewriting
Bookkeeping
General Business
Office Practice and Filing

25X1

25X1

OTR/CT:MAH:jdm (13 August 1956)

25 YEAR RE-REVIEW

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